

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH – Metropolitan Hospital		
Position No / Agency-Unit-Class-Serial 487-435-7922-001		Unit Clinical Laboratory		
Class Title Supervising Clinical Laboratory Technologist		Location Clinical Laboratory		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S20	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Department Pathologist and Medical Services Director. Plans the work and supervises the staff of a large clinical laboratory and does difficult technical laboratory work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
	<u>ESSENTIAL FUNCTIONS</u>
45%	Laboratory Administration. Supervise all Laboratory staff and assign the specific duties to the testing personnel, Clinical Laboratory Technologists and Laboratory Assistants. Provide in-Service training, on the job training and monitor job performance by direct observation. Ensure that testing personnel performance and technique in testing the results are accurate and precise. Direct training and evaluate the work of others.
40%	Oversee and coordinates Lab Policy/Procedure Activities. Establish Quality Assurance protocol to evaluate effectiveness of its policies and procedures. Prepare written procedure for all tests done on site. Perform and document control procedure. Perform and document remedial action when problems or errors are identified, maintain records of all Quality Control activities. Lab reports must be sent promptly to authorized person/individual responsible for using the test results or Lab that initially requested the test. To ensure Laboratory report results are done in a timely, accurate, reliable and confidential manner and to ensure confidentiality throughout the test process. Safety precautions must be established, posted and observed to ensure protection from physical, chemical and biochemical hazards.
10%	Maintenance of equipment, instruments and test systems. Perform maintenance as defined by the manufacturer and with at least the frequency specified by the manufacturer and document maintenance protocol that ensures equipment, instrument and test system performance necessary for accurate and reliable test results.

MARGINAL FUNCTIONS

5%

All other duties and special projects as assigned consistent with this classification

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Department Pathologist and Medical Services Director.

SUPERVISION EXERCISED

- The Supervisor of the Clinical Laboratory has overall supervisory responsibility for all clinical laboratory personnel. The supervisor of the clinical laboratory may delegate supervision of the clinical lab personnel.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles and practices of clinical laboratory work and of the use and care of laboratory equipment, preparing, mounting, and staining specimens, reading tests and recognizing the normal and the abnormal, setting up laboratory apparatus, and making quick and accurate serological, bacteriological and biochemical tests and analysis, principles of effective supervision and directing, training and evaluating the work of others.

ABILITY TO: Direct, train and evaluate the work of others, perform and direct difficult and unusual research and analysis. Keep up to date on current literature in the field of laboratory medicine.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of Patients/clients being served. Demonstrates knowledge of growth and development.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- The ability to work with people. Communication skills, both verbal and written regarding hospital training policies and procedures.
- Knowledge of confidentiality regarding Hospital issues

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Basic computer skills

LICENSE OR CERTIFICATION

- It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:
 - Posses a Clinical Laboratory Scientist license or a similar license of equal or higher level issued by the State Department of Health Services; or
 - Possess a Clinical Laboratory Bioanalysts' license issued by the State Department of Health Services

TRAINING

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Reviewing Supervisor Signature

Date